

INTERLIBRARY LOAN POLICY

The Norwalk Easter Public Library supplements its collection with an interlibrary loan service that enables the library to borrow materials from another library. Through this service, the library enhances and extends the materials available to its customers and the community

Guidelines

- Interlibrary loan requests are accepted from Norwalk Easter Public Library cardholders. Outstanding fees must be paid and overdue materials returned before requests are processed.
- Requests are not accepted for materials owned by the library unless the library's copy is lost.
- Requests for materials in various formats are accepted. However, most libraries do not loan:
 - Old, rare, valuable, or newly published materials
 - Reference or genealogical sources
 - Multi-volume sets
 - Issues of periodicals
- Requests may be made in person, by telephone, or by email. An Interlibrary Loan Request form must be filled out for each material requested. The form is available at the circulation desk or on the library's Web site.
- Locating and receiving requested materials usually takes one to two weeks. Notification is made by telephone or email when the material arrives or if it is not available.
- A maximum of three active requests per patron is allowed. Active requests are materials being searched for and those on loan.

- Loan periods and renewals are at the discretion of the lending library.
- Interlibrary loan materials must be returned to the Norwalk Easter Public Library, not to the lending library.

Fees

- There is a \$2.00 fee per Inter-library loan fulfilled request; an additional fee may be assessed for out-of-state interlibrary loan requests. Customers are responsible for additional fees or fines charged by the lending library.
- A \$2.00 fee, in addition to any fees assessed by the lending library, is charged for each material requested but not picked up.
- Charges for lost/damaged Interlibrary Loan items will be the cost of the item and \$5.00 processing fee, plus any fees required by the lending library.

Adopted by the Norwalk Easter Public Library Board of Trustees February 10, 2003

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